

Principles of Management

Description of the Examination

The Subject Examination in Principles of Management covers the material usually taught in an introductory course in the essentials of management and organization. The fact that such courses are offered by different types of institutions and in a number of fields other than business has been taken into account in the preparation of this exam. The exam requires a knowledge of human resources and operational and functional aspects of management, but primary emphasis is placed on functional aspects of management. The exam is 90 minutes long and includes approximately 100 multiple-choice questions to be answered in two separately timed 45-minute sections.

Knowledge and Skills Required

Questions on the exam require candidates to demonstrate one or more of the following abilities.

- Specific factual knowledge, recall, and general understanding of purposes, functions, and techniques of management (about 10 percent of the exam)
- Understanding of and ability to associate the meaning of specific terminology with important management ideas, processes, techniques, concepts, and elements (about 40 percent of the exam)
- Understanding of theory and significant underlying assumptions, concepts, and limitations of management data, including a comprehension of the rationale of procedures, methods, and analyses (about 40 percent of the exam)
- Application of knowledge, general concepts, and principles to specific problems (about 10 percent of the exam)

The subject matter of the Principles of Management exam is drawn from the following topics.

Approximate Percent of Examination

20%	<u>Organization and Human Resources</u>
15%	<u>Operational Aspects of Management</u>
50%	<u>Functional Aspects of Management</u>
15%	<u>Miscellaneous Aspects of Management</u>

Approximate Percent of Examination 20% Organization and Human Resources

Personnel administration
Collective bargaining
Human relations and motivation
Training and development
Performance appraisal
Organizational development

Effective communication
Legal concerns
Work force diversity

15% Operational Aspects of Management

Operations planning and control
Work scheduling
Quality management (e.g., TQM)
Information processing and management
Strategic planning and analysis
Productivity

50% Functional Aspects of Management

Planning
Organizing
Directing
Controlling
Authority
Decision making
Organization charts
Leadership
Organizational structure
Budgeting
Communication
Problem solving
Group dynamics
Conflict resolution
Effective communication
Change
Organizational theory

15% Miscellaneous Aspects of Management

Historical aspects
Social responsibilities of business
Systems
International management and competition
Environment
Ethics
Government regulation
Management theory and theorists

Study Resources

To prepare for the Principles of Management exam, you should study the contents of at least one textbook used in introductory management courses at the college level. You can find textbooks used for college-level introductory management courses in many college bookstores. When selecting a textbook, check the table of contents against the "Knowledge and Skills Required" section. Because they may vary somewhat in content,

approach, and emphasis, you may wish to consult more than one textbook on the major topics. The Internet is another resource you could explore.